

**FY 2004 WIC SPECIAL PROJECT GRANTS  
REQUEST FOR APPLICATIONS  
(APPLICATION A)**

**Submit Applications to:**

**Lisa Johnson, Grants Management Specialist  
Food and Nutrition Service, USDA  
Grants Management Division  
WIC Special Project Grants  
3101 Park Center Drive, Room 738  
Alexandria, VA 22302**

**Applications Must Be Received by Thursday, July 1, 2004**

**Intent to Submit an Application Due by Tuesday, June 1, 2004**

**SPECIAL SUPPLEMENTAL NUTRITION PROGRAM  
FOR WOMEN, INFANTS, AND CHILDREN (WIC)**

**FY 2004 SPECIAL PROJECT GRANTS  
REQUEST FOR APPLICATION (RFA)**

**INTRODUCTION**

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The USDA Food and Nutrition Service (FNS) has approximately \$2 million in fiscal year (FY) 2004 funds available for special project grants to WIC State Agencies. The grant funds will be available only to the 88 WIC State Agencies responsible for administering WIC in the States, Territories, and Indian Tribal Organizations (ITOs). FNS anticipates making grant awards ranging from \$100,000 to \$500,000 each, depending on the quality of the applications. **FNS reserves the right to reduce, increase, or revise proposal budgets in accordance with the availability of funds.**

Grants may be awarded to individual State Agencies or to a consortium of WIC State Agencies. FNS encourages smaller State Agencies or ITO's to consider collaborating with other WIC State Agencies or ITO's on grant applications. Individual State Agencies may submit only one grant application per year. If a State Agency submits an application as part of a consortium of agencies, it may not also submit a separate individual application. State Agencies that were awarded FY 2003 Concept Paper Development funds last year **must** submit applications for the FY 2004 WIC Special Project Grants. State Agencies that did not apply for, or applied for but did not receive, FY 2003 Concept Paper development funds last year **are allowed** to apply for FY 2004 WIC Special Project Grant funding.

State Agencies may use the grant funds for the duration of the project period, not to exceed three years. The special project grant activities must be completed no later than September 30, 2007. All grants under this solicitation will be awarded as **cooperative agreements**. FNS will require State Agencies to submit a quarterly SF-269(a) as well as a final SF-269(a) to report each project's financial status. In addition, quarterly performance/progress reports will be required.

Direct questions regarding this RFA to Lisa Johnson, Grants Management Specialist, Food and Nutrition Service, USDA, at (703) 305-2848.

**ALL APPLICATIONS MUST BE RECEIVED BY FNS  
NO LATER THAN 5:00 PM E.D.T. ON THURSDAY, JULY 1, 2004.  
FAXED APPLICATIONS WILL NOT BE ACCEPTED**

## **LETTER OF INTENT**

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Any State planning to submit an application for a WIC Special Project Grant should **complete and submit the Intent to Submit an Application form (Attachment 2) by June 1, 2004**. This Intent does not obligate the State in any way, but will provide useful information to FNS in preparing for application review. State agencies that do not submit a letter of intent by June 1, 2004, **are still allowed** to submit a grant application by the due date of July 1, 2004.

## **APPLICATION PROCEDURES**

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The complete application package must be received by FNS no later than 5:00 p.m., EDT Thursday **July 1, 2004**. FNS requests that State Agencies submit an original and two copies of each application document. One copy must be ready for copying, that is single-sided, unstapled, unbound, on 8 ½" X 11" paper, and single spaced. State Agencies must mail or deliver applications to:

Lisa Johnson, Grants Management Specialist  
USDA Food and Nutrition Service  
Grants Management Division  
3101 Park Center Drive, Room 738  
Alexandria, VA 22302.

State Agencies must submit an application package which includes a grant application, a Standard Form 424, APPLICATION FOR FEDERAL ASSISTANCE, Standard Form 424A, BUDGET SUMMARY, Standard Form 424B, ASSURANCES, and the additional certifications as included in the attachments to this solicitation document. The regulations governing the attached certifications (i.e. Drug-Free Workplace, Non-procurement Debarment and Suspension, and Anti-Lobbying Restrictions) require that a grantee submit the required certification with each new submission of a grant at the time of application.

An **application checklist** is included as Attachment 3 to assist applicants in verifying that they have completed all components of the grant application.

### **Electronic Application Procedure**

All grant applications must be received by FNS on or before **Thursday, July 1, 2004, 5:00 p.m., Eastern Daylight Time**. Applications can be submitted electronically by accessing <http://www.grants.gov/>. Applications submitted via direct e-mail or fax will not be accepted. This new government website was designed for electronic submission of grant applications/proposals. In order to apply online, you will need to have the Catalog of Federal Domestic Assistance Number (10.557) available. Regardless of the delivery method you choose, please do so sufficiently in advance of the due date to ensure your application package is received on or before the deadline. It is your responsibility to meet this deadline. Late applications will not be considered in the competition. We will not consider additional information or revisions to applications once *the submission deadline has passed*.

Additionally, there is a new requirement for applicants of Federal Government awards to have a Data Universal Numbering System (DUNS) number. If your agency has not yet obtained a number, you will need to contact Dun & Bradstreet at 1-800-234-3867 to register for a number. There is no charge to obtain a DUNS number. The DUNS number will serve as a means of tracking and identifying applications for Federal assistance and is required to be included on all applications for Federal assistance, regardless of the method they are submitted. The DUNS number is also required to complete the additional steps to become a registered Grants.gov user. To apply online through <http://www.grants.gov/> there are a number of other steps in the registration process that will be required of you before you may submit applications electronically including registering in the Federal Government's Central Contractor Registry (CCR). We urge you to visit the grants.gov web page (<http://www.grants.gov/>) and click on the "Getting Started" tab *well in advance of the submission deadline* to get a thorough understanding of the steps you will need to follow to use this means of applying for Federal grant opportunities.

If there are any questions regarding the WIC Special Projects Request for Applications, please contact Lisa Johnson of the Grants Management Division at 703-305-2848.

## **TERMS AND CONDITIONS OF AWARD**

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This cooperative agreement will be awarded and administered in accordance with 7 CFR Parts 3015, 3016, 3017, 3018 and 3019, and the applicable regulations and OMB grant circulars. A full listing of the applicable documents can be found in Attachment 4, Terms and Conditions of Award. **Copies of these documents are available from the Grants Officer upon request.**

## **MODEL FOR WIC SPECIAL PROJECT GRANTS**

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For the last several years, FNS has been using a model for the WIC Special Project Grants that combines elements of the various approaches that have been used over the years. The model involves designating a specific focus area for the grants in consultation with National WIC Association (NWA) and the State Agencies. Within the designated focus area, a range of projects will be possible. These projects will be awarded as cooperative agreements. State agencies awarded funding will interact with each other and FNS staff on a regular basis to share project information. Extensive dissemination of project results is expected so that other State Agencies will have the opportunity to replicate the project and/or learn from its results. For an application to be successful, it is essential that the results of the project can be used to improve WIC program services, and that they are applicable at the regional and national level. **WIC is especially interested in projects that develop resources/tools that are replicable by other states, or projects that utilize the WIC Works Resource System to disseminate information/resources.**

Funding will also be available for Concept Paper Development in FY 2004. Concept paper funds will be used to develop a preliminary concept into a full grant proposal for the following fiscal year. (For Concept Paper funding, see Application B).

The theme for the FY 2004 WIC Special Project Grants and the FY 2004 Concept Papers is **"Revitalizing Quality Nutrition Services in WIC (RQNS)."** Details on the focus area are contained in Attachment 1.

***States selected for full grant funding in the FY 2004 cycle will work cooperatively as a multi-state team on complementary projects around the RQNS theme. A lead State will be designated to coordinate the grantees participating in this intergovernmental, multi-state project.***

***Concept Paper projects funded in FY 2003 are assumed to meet the FY 2004 theme, and are therefore automatically eligible to compete for FY 2004 full grant funding. If successful, such State grantees will also participate as part of the multi-site team.***

### **SELECTION OF A LEAD STATE AND LEAD PROJECT INVESTIGATOR**

The FY 2004 solicitation will require funded grantee States to work cooperatively on complementary projects as an intergovernmental, multi-State team coordinated by a Lead Project Investigator. This will require the selection of a Lead State, which will identify a Lead Project Investigator to coordinate all grantee States. The Lead State will receive additional funding of up to \$100,000.00 to fund the position of the Lead Project Investigator.

Applicant States should clearly indicate whether they are also applying to be considered for a Lead State designation, and identify their proposed Lead Project Investigator.

### **Duties and Responsibilities of the Lead Project Investigator**

The additional funding of \$100,000 will be paid to the Lead State, and the Lead State will pay the Lead Project Investigator. The background of Lead Project Investigator shall be similar to that of the project evaluator for individual grants (outlined under Project Evaluation on pages 7-8 of this solicitation), which includes expertise in designing, developing, implementing and evaluating projects. This person could be a social scientist or some one with a public health nutrition or public health research background from a university, consulting firm, institute, or government agency.

The Lead Project Investigator shall perform the following responsibilities:

- Serve as the overall Project Investigator with responsibility for coordinating the multi-State projects as a comprehensive approach to improving fruit and vegetable consumption;
- Assist grantee States to synchronize their work plans and project time-lines to ensure that they are consistent with the goals of the RQNS theme;
- Provide guidance to the grantee States in the set up and implementation of projects within the framework of a multi-State team effort;

- Provide oversight to the multi-State team by maintaining regular contact with participating States and FNS;
- Provide guidance and consultation to grantee States in implementing data collection and analysis;
- Help grantee States in finalizing analysis plans for project assessment;
- Organize grantee States for the annual meetings at FNS and other periodic meetings deemed necessary by grantees;
- Work with the FNS Project Officer to prepare an agenda and provide handouts/materials for all meetings;
- Coordinate the production of the final report; he/she shall write the introduction and synthesis chapters of the final report; this includes producing an initial draft, receiving input from grantee States and FNS, producing a revised draft, receiving further input, and producing the final version; he/she shall edit chapters of the final report, and counseling, training, and implementation manuals as needed;
- Serve as co-author for journal articles written by grantee States; and
- Co-ordinate presentations by grantee States at FNS or other national meetings on the results and findings of the multi-State team project.

## **GRANT APPLICATION FORMAT AND REQUIREMENTS**

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Applicants must respond to all of the following sections. It is **strongly suggested** that applicants adhere to the following application format. Use of this format will make it easier for grant reviewers to locate the requested information and to evaluate your application. Failure to follow this format may result in reviewers being unable to locate the requested information within your application.

### **I. *Preface:***

- A. **Table of Contents:** Include a Table of Contents for your application.
- B. **Single Point of Contact:** Designate a single point of contact for your application. Provide the individual's name, title, mailing address, phone number, fax number, and email address.
- C. **Abstract:** Provide a 1-2 page summary of your project including goals and objectives, tasks, project environment, and project evaluation.

- D. **Focus Area:** Provide a description of how your project meets the focus area of “Revitalizing Quality Nutrition Services in WIC.” Details on the focus area are contained in Attachment 1.<sup>1</sup>

**II. *Project Design and Implementation:*** Provide a detailed description of the following:

- A. **Need for Project:** Discuss the problem that the proposed project addresses and how the expected results of the project can be used to improve program services in your State and at either the regional or national level.
- B. **Goals:** List and discuss each goal of the project design and implementation.
- C. **Objectives:** For each of the goals, list and discuss the associated objective(s). Objective(s) should be specific and measurable (e.g. increase the proportion of parents knowledgeable about the importance of fruits and vegetables to good health; increase the proportion of parents who prepare and serve fruits and vegetables to their children daily; increase the proportion of children aged 2-5 who consume at least two servings of fruits daily; etc.).
- D. **Tasks:** Discuss each specific task that will be undertaken during project design and implementation (e.g. design a nutrition education intervention, select participants for the intervention, train staff to perform the intervention, develop training materials, etc.), how the tasks will meet the goals and objectives, **and** why the tasks are necessary to successfully design and implement the project.
- E. **Environment:** Depending on the structure of your project, respond to one and only one of the following. Choose the one that is most appropriate for your particular project.
- For projects that are intended to operate solely at the **state-level** (e.g. analysis of data from periodic telephone surveys of WIC participants’ fruit and vegetable intake) provide a state-level description of relevant characteristics that impact the operation of the project (e.g. participant characteristics, equipment, space, staffing, program operations, etc.). Provide a **justification** for operating the project at the state-level.
  - For projects that will be implemented **state-wide in every local WIC clinic** or agency, provide a state summary and a local level description of relevant characteristics that impact project operations (e.g. participant characteristics, equipment, space, staffing, and program operations, etc.). Provide a **justification** for state-wide project implementation.
  - For projects that will be implemented only **within selected local WIC clinics** and/or partner agencies, provide a local level description of relevant characteristics that impact the operation of the project (e.g. participant characteristics, equipment, space, staffing, and program operations, etc.).

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<sup>1</sup> Concept Papers funded in FY 2003 automatically meet the Focus Area.

Provide a **justification** for your proposed choice of local clinics and/or partner agencies.

- For projects that will be implemented only within selected local WIC clinics and/or partner agencies in which clinics or agencies have **not yet been selected**, provide a description of how you intend to select appropriate clinics or agencies. Provide a **justification** for your selection criteria.

F. **Letters of Support:** If applicable, provide documentation of agreements or memoranda of understanding with local WIC clinics and/or partner agencies **in the appendix of the proposal**. If applying to be a lead State, provide a letter of commitment from the proposed lead Project Investigator indicating the number of hours to be devoted to this role each year.

**III. Project Evaluation:** FNS recognizes that many WIC State Agencies may not have staff who are experienced in preparing evaluation plans. State agencies applying for funding should include a staff person with experience in designing, developing, implementing and evaluating social or public health research projects. This person could be a social scientist or some one with a public health nutrition or public health research background from a university, consulting firm, institute, or government agency. As further assistance for developing your evaluation, the following publications are available on the FNS/OANE website at [www.fns.usda.gov/oane/](http://www.fns.usda.gov/oane/).

WIC Evaluation Resource Guide

WIC Special Project Grants Evaluation Technical Assistance Guide

A. **Type of evaluation:** Indicate the type(s) of evaluation you are planning to use. There are three types of evaluations commonly used to assess WIC and other social programs. Process or implementation evaluations provide detailed descriptive information on the way a program operates. Impact analyses or outcome evaluations are usually more quantitative in nature and attempt to measure actual program outcomes or impacts. The third type, cost-benefit analysis, attempts to compare the cost of a project with its estimated benefit.

B. **Research Design:**

1. **Research Questions:** For each of the objectives of the project design and implementation, list and discuss **specific** research questions that will be answered during the evaluation (e.g. Does the proposed nutrition intervention increase participant consumption of fruits and vegetables?; Does acceptability of the training seminar by WIC nutritionists differ by characteristics such as ethnicity and years of experience?).
2. **Measures:** For each research question, discuss specific measures that you will use (e.g. maternal risk factors collected via telephone interview surveys; nutrition education attendance levels reported in administrative records). Discuss the strengths and weaknesses of the proposed measures.



3. **Research Methods:** Discuss the methods that will be used to answer each research question including:
  - (a) sampling plan and expected sample size
  - (b) data collection methods (how and by whom)
  - (c) data analysis methods (how and by whom)
  - (d) strengths and weaknesses of the research methods.
4. **Findings/Results:** Discuss the important results or findings you expect from the study/project. What makes them unique or different from other previous study findings or project results?

#### **IV. *Sustainability and Transferability:***

- A. **Sustainability:** Discuss how your project and its results will be sustained financially and administratively once the grant ends. If the project is a one-time project designed only to be performed during the grant period, discuss why it is sufficient as a one-time project and how the results will be used in the future.
- B. **Transferability:** Discuss how your project and its results might inform other WIC State Agencies and how and why it might be adapted and implemented by other agencies. Discuss plans for preparing and disseminating a final report including how and with whom the report will be shared (e.g. FNS, National WIC Association, FNS, conferences, universities, journals, etc.).

#### **V. *Key Personnel:***

- A. Applicants are responsible for identifying the individuals in their application that qualify as key personnel. Key personnel can include individuals receiving funding through this grant, individuals who are making an in-kind contribution, and contractors/sub-contractors. Key personnel generally are identified as those individuals who:
  - Have a direct bearing on the outcome of the project by their participation,
  - Bear a substantive responsibility for developing, modifying and achieving the objectives of the project or,
  - Are responsible for managing, administering, conducting or providing oversight for a significant component of the project.
- B. For **all** identified key personnel, please provide the following information:
  - Indicate the individual's current position and what their title will be on the proposed project.

- Indicate the individual's time commitment for each of the three years of the project.
- Describe the individual's specific role and duties on the project. Where possible, make reference to the project design/ implementation or project evaluation narrative (i.e. Jane Doe will be responsible for developing the training curriculum described on page 10 of the application).
- Describe prior relevant experiences and how they relate to specific project duties.
- **In the appendix**, provide a current Resume or Vita for the individual.
- **In the appendix**, provide a letter of commitment from the individual's supervisor indicating the individual's time commitment to the project.
- For key project positions that are currently **vacant** that must be filled in the course of the project, provide the following information instead: 1) position title; 2) **in the appendix**, a detailed position description with required qualifications, skills, and knowledge; 3) a description of specific roles and duties on the project, making reference back to the project or evaluation narrative; 4) an anticipated date of hire; and 5) what arrangements will be made if the position is not filled in a timely manner.

## **VI. *Management and Budget Plan:***

### **A. Management plans**

1. **Chain of Command and Responsibilities:** Provide a flowchart that indicates who has authority over whom, with a written description. Discuss how task leaders will be held accountable to keep the project on time and within budget. Describe how and by whom quarterly performance reports to FNS will be prepared as required by 7 CFR Part 3016.40<sup>2</sup>.
2. **Contingency Plans:** Discuss contingency plans for ensuring that the project is not unduly disrupted by unforeseen changes in key personnel. Where possible, identify specific individuals who will be able to take over project tasks and indicate their qualifications to do so. Otherwise, discuss the process you will use to select qualified replacements.
3. **Outside Personnel:** Discuss how and by whom relationships with **all** personnel outside of the primary grantee agency will be managed (e.g. personnel from local WIC clinics or partner agencies, personnel from other state agencies, university personnel, consultants, contractors, etc.).
4. **Task Table:** Present a table which includes, in chronological order, **every** distinct task involved in both the project design and implementation and

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<sup>2</sup> Copies of 7CFR Part 3016.40 may be requested from the FNS Grants Management Division.

the project evaluation (e.g. implementation of new procedures pertinent to the project, survey development, training activities, data collection, data analysis, report writing, etc.), the beginning and ending date of each task, and the key staff person(s) responsible for overseeing/working on the task. The following example, **though neither comprehensive nor complete**, demonstrates the first few project design, implementation and evaluation tasks of a sample project.

**Sample Task Table**

Task No.	Task Name	Description	Date Begins	Date Ends	Responsible Staff
1	Develop Curriculum	Develop Curriculum for use in the infant feeding practices nutrition education intervention	9/29/04	12/31/04	Jane Doe, Project Director & Suzy Que, Nutritionist
2	Test Curriculum	Field test the curriculum with 15 participants and 3 staff, hold focus groups with staff and with participants to identify necessary changes	1/1/05	2/1/05	Suzy Que, Nutritionist
3	Analyze Focus Group Data	Code, enter, and analyze data gathered in focus groups, identify necessary curriculum changes.	2/1/05	2/15/05	Jack Data, research analyst
4	Revise Curriculum	Revise curriculum based on results of focus groups	2/15/05	3/15/05	Suzy Que, Nutritionist
5	Develop KAB pre & post tests	Develop surveys to test infant feeding knowledge of participants before and after intervention	2/15/05	3/15/05	Lori Sample, Evaluation Consultant
6	Pre-test surveys	Field test the KAB pre & post test surveys with 15 participants	3/16/05	4/10/05	Jack Data, research analyst.

## B. Budget and Justification:

1. **Budget:** Provide line item detail and calculations for each budget object class identified in Section B, Budget Categories (a-j), of SF424A. Detailed calculation must include estimation methods, quantities, unit costs, and other similar detail sufficient for it to be duplicated. Budget details must be provided for both Federal and non-Federal resources. For purposes of preparing the budget "Federal resources" refer only to the requested WIC Special Project Grant funds. Non-Federal resources are all other Federal and non-Federal resources, including **in-kind** contributions. It is suggested that budget amounts and computations be presented in a columnar format: first column, object class categories; second column, Federal resources; next column, non-Federal resources; and last column, total budget. A separate budget page is required for **each** budget year requested as well as a total across all years. As part of your budget, please assume the following:

- One meeting per year (**two meetings in the final year of the project**) at FNS headquarters: the meeting will last two days and each State should send two participants.
- Each state will assume the cost for one conference call with FNS and the other grantees during the course of the project. Assume that 10 lines will be needed for the call and that the call will last 120 minutes.

A sample budget table is provided on page 13. It is not comprehensive and the unit costs and rates of pay are not necessarily intended to represent standard or reasonable costs.

2. **Budget Justification:** For each part of Section B, Budget Categories, applicants **must** submit a written justification for each budget category. The written justification should: 1) describe how the categorical costs were derived (i.e., price comparisons, standard government cost, estimates by proposed local vendor, prior experience with similar projects, etc.); 2) discuss the necessity, reasonableness, and allocability of proposed costs; and 3) when possible, link expenditures to specific project activities/tasks. For any contractual costs, please **also** provide a justification for the proposed selection method (i.e., competitive or sole source).
3. **Indirect cost rate agreements (ICRA):** Applicants claiming indirect costs **must** provide a copy of an approved ICRA for all indirect costs and a written explanation for how the indirect costs were applied to the budget. If indirect costs are not being claimed, then please indicate it.

VII. **Appendices.** Include each of the following sections as **separate** appendices:

- A) Resumes and vitas for key personnel,
- B) Letters of commitment from supervisors of key personnel,
- C) Job descriptions for key personnel that must be hired,
- D) Copies of agreements or memoranda of understanding with local WIC clinics and/or partner agencies, and
- E) Any other supporting documentation.

**Sample Budget Table (Year 1)**

<b>Object Class Categories</b>	<b>Federal Resources</b>	<b>Non-Federal Resources</b>	<b>Total</b>
<b>Personnel</b>	<b>\$25,000</b>	<b>\$10,500</b>	<b>\$45,500</b>
Jane Doe, Project Director	\$50,000 salary@.40 FTE=\$20,000		\$20,000
Suzy Que, Nutritionist		\$35,000 salary@.30 FTE=\$10,500	\$10,500
Jack Data, Research Analyst	\$50,000 salary @.10 FTE=\$5,000		\$5,000
<b>Fringe Benefits</b>	<b>\$5,000</b>	<b>\$2,100</b>	<b>9,100</b>
Jane Doe, Project Director	\$20,000*.20 fringe rate=\$4,000		\$4,000
Suzy Que, Nutritionist		\$10,500*.20 fringe rate=\$2,100	\$2,100
Jack Data, Research Analyst	\$5,000*.20 fringe rate=\$1,000		\$1,000
<b>Travel</b>	<b>\$2,356</b>		<b>\$2,356</b>
Travel to FNS headquarters	Airfare@\$600 x 2 staff + perdiem@\$145 x 2 staff x 2 days = \$1780		\$1780
Meetings between staff	.32 per mile@150 miles x 4 trips x 3 staff = \$576		\$576
<b>Equipment</b>	<b>\$2,000</b>		<b>\$2,000</b>
Computer	1 computer @ \$2,000		\$2,000
<b>Supplies</b>	<b>\$150</b>		<b>\$150</b>
Photocopying	1000 copies @ .05/copy = \$50		\$50
Fedex	20 Fedex packages @ \$5.00 = \$100		\$100
<b>Contractual</b>	<b>\$20,000</b>		<b>\$20,000</b>
Evaluation Consultant	\$20,000		\$20,000
<b>Construction</b>	<b>\$0</b>		<b>\$0</b>
<b>Other</b>	<b>\$1400</b>		<b>\$1400</b>
Long-distance	3000 minutes @ .30/minute = \$900		\$900
Conference call with FNS and other grantees	1 call @ \$500		\$500
<b>Total Direct</b>	<b>\$55,906</b>	<b>\$12,600</b>	<b>\$68,506</b>
<b>Indirect Charges</b>	<b>\$9,000</b>	<b>\$3,780</b>	<b>\$12,780</b>
	.30 indirect rate * \$30,000 salaries and fringe = \$9,000	.30 indirect rate * \$12,600 salaries and fringe = \$3,780	
<b>Totals</b>	<b>\$64,906</b>	<b>\$16,380</b>	<b>\$81,286</b>

## **EVALUATION OF GRANT APPLICATIONS**

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Applications will initially be screened to make sure that they meet the designated focus area. Applications that do not meet this initial screen **will not be evaluated further**. After initial screening, FNS will convene a panel of FNS staff and representatives from the National WIC Association (NWA) to review and determine the technical merit of each grant application. The panel will evaluate each grant application according to how well it addresses each application component. The panel will assign each application a score using the evaluation criteria and weights specified below.

### **WEIGHTS: Scores will be assigned as follows:**

<b><u>5-Point Scale:</u></b>	<b>1</b> = Unsatisfactory; <b>4</b> = Good;	<b>2</b> = Fair; <b>5</b> = Excellent.	<b>3</b> = Satisfactory;
<b><u>10-Point Scale:</u></b>	<b>1-2</b> = Unsatisfactory; <b>7-8</b> = Good;	<b>3-4</b> = Fair; <b>9-10</b> = Excellent.	<b>5-6</b> = Satisfactory;
<b><u>15-Point Scale:</u></b>	<b>1-3</b> = Unsatisfactory; <b>10-12</b> = Good;	<b>4-6</b> = Fair; <b>13-15</b> = Excellent.	<b>7-9</b> = Satisfactory;

## **TECHNICAL EVALUATION CRITERIA AND WEIGHTS**

<b><u>Project Design and Implementation</u></b>	<b>25 points</b>
The significance of the problem to be addressed is demonstrated and specific gaps or weaknesses in regional or national services have been identified and will be addressed through the proposed project.	<u>5</u>
Project implementation and design goals are appropriate	<u>5</u>
Objectives of the project are clearly specified, linked to the project goals, and measurable.	<u>5</u>
Project design and implementation tasks follow directly from project goals and objectives and the necessity of the tasks is adequately explained.	<u>5</u>
The environment in which the project will operate is appropriate and compatible with project goals and objectives, and proper justifications for the choice of the environment are provided. If applicable, letters of support/memoranda of understanding are included in the application.	<u>5</u>
<b><u>Project Evaluation</u></b>	<b>20 points</b>
Extent to which the research/project design, including research questions,	<u>15</u>

measures, sampling, data collection, and data analysis is thorough, feasible and appropriate to the goals and objectives of the project.

Potential problems and weaknesses with the research/project design are acknowledged and discussed. 5

**Sustainability and Transferability**

**20 points**

Feasibility of incorporating project purposes, activities, or results into the ongoing program of the agency at the end of Federal funding. 5

Transferability of the project and its results for adapting and implementation by other State WIC agencies. 10

Development of resources that would facilitate the sustainability and transferability of the project (e.g. implementation manual, tool kit, training materials). 5

**Key Personnel**

**20 points**

Key personnel have the necessary education, skills, and experience for their proposed roles on the project. Supporting documentation (i.e. resume/vita, position descriptions for vacant positions) is included for all key personnel. 10

The time commitment, duties and staffing mix of key personnel are appropriate for the project. Supporting documentation (i.e. letters of commitment from supervisors) is included for all key personnel. 10

**Management and Budget Plan**

**15 points**

The management plan provides oversight necessary to ensure high quality products, services, or outcomes and keep the project on time and within budget, including a clearly defined chain of command, adequate contingency plans for key personnel, appropriate plans for managing outside personnel, and clearly specified timelines and milestones. 5

The budget request is adequate to support the project and detailed calculations and budget details for both Federal and non-Federal resources are provided. 5

Appropriate budget justifications are provided, including descriptions of how categorical costs were derived, discussions of necessity, reasonableness, and allocability of costs, and links between expenditures and activities/tasks. 5

If applicable, justifications for contract selection methods are provided.

### **Criteria for the Selection of the Lead State**

In addition to the above criteria, the following criteria will be used to select the Lead State:

1. The qualifications and experience of the proposed Lead Project Investigator in managing/co-coordinating multi-state nutrition or other public health intervention projects resulting in high quality products and publications in peer-reviewed journals;
2. The commitment of an appropriate level of effort by the proposed Lead Project Investigator; and
3. The quality of the State's proposal, with a clear expression of intent to serve as a Lead State.

### **SELECTION OF GRANT APPLICATIONS**

After evaluation and scoring, grant applications will be arrayed by score, starting with the highest score. In general, awards will be made in ranking order until available funds are committed. However, if the selecting officials determine that, based upon their scores, few of the applications are of technical merit, FNS can award no grants or less than the total amount of set aside for this purpose. In addition, FNS reserves the option to select out of ranking order in order to achieve a diversity of regional representation, to select an ITO, or to obtain a lead State with appropriate qualifications.

Once the grant is awarded, the State Agency must sign an agreement containing the terms and conditions of the grant, i.e. adherence to the uniform administrative requirements contained in 7 CFR 3016, "Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments." State Agencies will also be subject to OMB Circular A-87 and A-133. States that are awarded special projects grants **must** submit a final project report to FNS in the form of a camera-ready copy and on diskette.

### **LIST OF ATTACHMENTS**

1. FOCUS AREA DESCRIPTION
2. INTENT TO SUBMIT A WIC SPECIAL PROJECT GRANT APPLICATION
3. APPLICATION CHECKLIST



4. TERMS AND CONDITIONS OF AWARD
5. STANDARD FORM 424 - APPLICATION FOR FEDERAL ASSISTANCE (FOR NON-CONSTRUCTION)
6. STANDARD FORM 424a - BUDGET SUMMARY
7. STANDARD FORM 424b
8. EVALUATION FORM
9. COOPERATIVE AGREEMENT

#### **REQUIRED CERTIFICATIONS**

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1. CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS (PRIMARY COVERED TRANSACTIONS)
2. CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS (LOWER TIER TRANSACTIONS)
3. CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS
4. CERTIFICATION REGARDING LOBBYING

**FISCAL YEAR 2004 WIC SPECIAL PROJECT GRANTS****FOCUS AREA FOR FULL GRANTS****REVITALIZING QUALITY NUTRITION SERVICES (RQNS)**

FNS has selected a focus area for the WIC Special Project Grants in FY 2004 in consultation with the National WIC Association and the WIC States Agencies. Proposals that do not fit into the focus area will not be evaluated further.

**Revitalizing Quality Nutrition Services in WIC through Effective Participant Counseling Methods**

In the report, *WIC Faces Challenges in Providing Nutrition Services*<sup>3</sup> the General Accounting Office (GAO) identified assessing the effect of nutrition services and improving WIC's ability to respond to emerging health issues as two of the six challenges facing the WIC Program today that impact the delivery of high-quality nutrition services to participants. In addition, studies have shown that WIC needs to: 1) strengthen its nutrition education component; 2) adopt a more behavioral approach in nutrition counseling; 3) be more client-oriented; and 4) focus on healthy behavior for life.

RQNS is an evolving process of continuous program improvement for better customer service at the Federal, State, and local levels, that is refocusing attention on nutrition services as the core benefits and heart of the WIC Program. Nutrition Services encompass the following: assessment for certification and counseling, nutrition education, food package prescription, breastfeeding promotion and support, and referrals to health and social services. WIC staff excel in many aspects of nutrition services, but more can be done in order to deliver quality nutrition services that impact participant behavior change. Projects that identify and study potentially effective counseling methods and adapt them to train staff, and implement and evaluate their effectiveness in the WIC setting, will be useful in enhancing and strengthening the effectiveness of WIC nutrition services in helping participants to achieve and maintain optimal nutritional status.

Projects that will be considered for this year's funding are limited to:

- Proposals that address the participant counseling methods focus area, with the specific goal of implementing and evaluating the effectiveness of a **participant counseling method** (client or family-centered, facilitated group, or motivational interviewing) **designed to improve fruit and vegetable consumption among the WIC population, or**
- Proposals developed from Concept Paper Projects that received funding under the FY 2003 WIC Special Project Grant Concept Paper awards.

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<sup>3</sup> WIC Faces Challenges in Providing Nutrition Services (GAO-02-142, December 7, 2001). United States General Accounting Office, Washington, D.C.

**Intent to Submit a WIC Special Project Grant Application**

If you intend to submit an application for a WIC Special Project Grant, please complete the section below and return this form by **June 1, 2004**. This intent does not obligate the State in any way, but will provide useful information to us as we prepare for the review and selection process. Please submit the letter of intent to:

Sheku G. Kamara, PhD  
Project Manager  
Food and Nutrition Service, USDA  
Office of Analysis, Nutrition, and Evaluation  
3101 Park Center Drive  
Alexandria, VA 22302  
FAX: (703) 305-2576  
E-MAIL: skamara@fns.usda.gov

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**WIC Special Project Grant**

**Intent to Submit an Application for FY 2004 WIC Special Project Grant**

General Topic Area/Title of Project \_\_\_\_\_

\_\_\_\_\_

Applicant (State agency name and address): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Contact Person: \_\_\_\_\_

Title: \_\_\_\_\_

Telephone: \_\_\_\_\_

FAX: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

**APPLICATION CHECKLIST****PROPOSAL**

- \_\_\_\_\_ Copy Ready for Copying
  - \_\_\_\_\_ Single-sided
  - \_\_\_\_\_ unstapled
  - \_\_\_\_\_ unbound (except for paper clip or binder clip)
  - \_\_\_\_\_ 8 1/2" X 11" paper
  - \_\_\_\_\_ Single spaced
- \_\_\_\_\_ Two additional copies
- \_\_\_\_\_ I. Preface
  - \_\_\_\_\_ A. Table of Contents
  - \_\_\_\_\_ B. Single Point of Contact
  - \_\_\_\_\_ C. Abstract
- \_\_\_\_\_ II. Project Design and Implementation
  - \_\_\_\_\_ A. Need for Project
  - \_\_\_\_\_ B. Goals
  - \_\_\_\_\_ C. Objectives
  - \_\_\_\_\_ D. Tasks
  - \_\_\_\_\_ E. Environment
  - \_\_\_\_\_ F. Letter of Support
- \_\_\_\_\_ III. Project Evaluation
  - \_\_\_\_\_ A. Type of Evaluation
  - \_\_\_\_\_ B. Research Design
- \_\_\_\_\_ IV. Sustainability and Transferability
  - \_\_\_\_\_ A. Sustainability
  - \_\_\_\_\_ B. Transferability
- \_\_\_\_\_ V. Key Personnel
- \_\_\_\_\_ VI. Management and Budget Plan
  - \_\_\_\_\_ A. Management Plans
  - \_\_\_\_\_ B. Budget and Budget Justification
- \_\_\_\_\_ VII. Appendices
  - \_\_\_\_\_ A. Resumes and vitas for key personnel
  - \_\_\_\_\_ B. Letters of commitment from supervisor's of key personnel
  - \_\_\_\_\_ C. Job descriptions for key personnel that must be hired
  - \_\_\_\_\_ D. Copies of agreements and memoranda of understanding with local WIC clinics and/or partner agencies
  - \_\_\_\_\_ E. Any other supporting documentation

**STANDARD FORMS** (Original and 2 copies)

\_\_\_\_\_ Standard Form 424, Application for Federal Assistance

\_\_\_\_\_ Standard Form 424A, Budget Summary

\_\_\_\_\_ Standard Form 424B, Assurances - Non-Construction Programs

**CERTIFICATIONS** (Original and 2 copies)

\_\_\_\_\_ Certification Regarding Non-Procurement Debarment, Suspension, and Other Responsibility Matters - Primary Covered Transactions, AD-1047

\_\_\_\_\_ Certification Regarding Non-Procurement Debarment, Suspension, and Other Responsibility Matters - Lower-Tier Transactions, AD-1048<sup>4</sup>

\_\_\_\_\_ Certification Regarding Drug-Free Workplace Requirements, AD-1049

\_\_\_\_\_ Certification Regarding Lobbying - Contracts, Grants, Loans, and Cooperative Agreements

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<sup>4</sup>The AD-1048 is included for any Lower-Tier Transactions and must be submitted to the primary grantee, not to FNS.

### **Terms and Conditions of Award**

This grant will be awarded and administered in accordance with 7 CFR Parts 3015, 3016, 3017, 3018, and 3019, and the applicable regulations and OMB grant circulars, as described below.  
**Copies of these documents are available from the Grants Officer upon request.**

7 CFR Part 3015: "Uniform Federal Assistance Regulations".

7 CFR Part 3016: "Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments".

7 CFR Part 3017: Subparts A-E "Government-wide Debarment and Suspension (Non-procurement)".

7 CFR Part 3017: Subparts F "Government-wide Requirements for Drug-free Workplace (Grants)".

7 CFR Part 3018: "New Restrictions on Lobbying".

7 CFR Part 3019: "Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals and Other Non-Profit Organizations".

OMB Circular A-21: Cost Principles for Educational Institutions.

OMB Circular A-87: Cost Principles for State and Local Governments.

OMB Circular A-122: Cost Principles for Nonprofit Organizations.

41 CFR 1-15.2 (FAR Part 31): Cost Principles for For-Profit Organizations.

OMB Circular A-133: Audits of State, Local Governments and Nonprofit Organizations.

**STANDARD FORM 424 - APPLICATION FOR FEDERAL ASSISTANCE  
(FOR NON-CONSTRUCTION)**

**AND**

**INSTRUCTIONS FOR COMPLETING STANDARD FORM 424**

**APPLICATION FOR  
FEDERAL ASSISTANCE**

<b>1. TYPE OF SUBMISSION</b> Application <input type="checkbox"/> Construction <input type="checkbox"/> Non-construction		2. DATE SUBMITTED		Applicant Identifier	
		3. DATE RECEIVED BY STATE		State Application Identifier	
Pre-Application <input type="checkbox"/> Construction <input type="checkbox"/> Non-Construction		4. DATE RECEIVED BY FEDERAL AGENCY		Federal Identifier	
<b>5. APPLICANT INFORMATION</b>					
Legal Name:			Organizational Unit:		
Address(give city, county, state, and zip code):			Name and telephone number of the person to be contacted on matters involving this application (give area code)		
<b>6. EMPLOYER IDENTIFICATION NUMBER (EIN):</b> □□-□□□□□□□□			<b>7. TYPE OF APPLICANT: (enter appropriate letter in box)</b> <input type="checkbox"/> A. State B. County C. Municipal D. Township E. Interstate F. Intermunicipal G. Special District H. Independent School Dist. I. State Controlled Institution of Higher Learning J. Private University K. Indian Tribe L. Individual M. Profit Organization N. Other (Specify) _____		
<b>8. TYPE OF APPLICATION:</b> <input type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision If Revision, enter appropriate letter(s) in box(es): <input type="checkbox"/> <input type="checkbox"/> A. Increase Award   B. Decrease Award   C. Increase Duration D. Decrease Duration   Other (specify) _____			9. NAME OF FEDERAL AGENCY:		
<b>10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER:</b> □□-□□□□ TITLE:			11. DESCRIPTIVE TITLE OF APPLICANTS PROJECT		
12. AREAS AFFECTED BY PROJECT (cities, countries, states, etc.)					
<b>13. PROPOSED PROJECT</b>			<b>14. CONGRESSIONAL DISTRICTS OF:</b>		
Start Date		Ending Date		a. Applicant	
				b. Project	
<b>15. ESTIMATED FUNDING</b>			16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?		
a. Federal		\$		a. YES, THIS PREAPPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW DATE _____	
b. Applicant		\$		b. No <input type="checkbox"/> PROGRAM IS NOT COVERED BY E.Q. 12372	
c. State		\$		<input type="checkbox"/> OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW	
d. Local		\$			
e. Other		\$		17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?	
f. Program Income		\$		<input type="checkbox"/> Yes    If "Yes," attach an explanation <input type="checkbox"/> No	
g. TOTAL		\$			
18. TO THE BEST OF MY KNOWLEDGE AND BELIEF ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT. THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED.					
A. Typed Name of Authorized Representative			b. Title		c. Telephone Number
d. Signature of Authorized Representative				e. Date Signed	

Previous Editions Not Usable

Standard Form 424 (REV 4-88)  
Prescribed by OMB Circular A-102



### Instructions for completing Standard Form 424

This is a standard form used by applicants as a required face sheet for applications submitted for Federal Assistance. It will be used by Federal agencies to obtain applicant certification that States which have established a review and comment procedure in response to Executive Order 12372 and have selected the program to be included in their process, have been given an opportunity to review the applicant's submission.

ITEM	ENTRY	ITEM	ENTRY
1.	Self explanatory	12.	List only the largest political entities affected (e.g., State, counties, cities.)
2.	Date application submitted to Federal agency (or State, if applicable) and applicant's control number (if applicable).	13.	Self-explanatory.
3.	State use only (if applicable)	14.	List the applicant's Congressional Districts and any District(s) affected by the program or project.
4.	If this application is to continue or revise an existing award, enter present Federal identification number. If for a new project, leave blank.	15.	Amount requested or to be contributed during the first funding/budget period by each contributor. Value of in-kind contributions should be included on appropriate lines as applicable. If the action will result in a dollar change to an existing award, include <i>only</i> the amount of the change. For decreases enclose the amounts in parenthesis. If both basic and supplemental amounts are included, show breakdown on an attached sheet. For multiple program funding, use totals and show breakdown using same categories as item 15.
5.	Legal name of applicant, name of primary organizational unit which will undertake the assistance activity, complete address of the applicant, and name and telephone number of the person to contact on matters related to this application.	16.	Applicants should contact the State Single Point of Contact (SPOC) for Federal Executive Order 12372 to determine whether the application is subject to the State intergovernmental review process.
6.	Enter Employer Identification Number (EIN) as assigned by the Internal Revenue Service	17.	This question applies to the applicant organization, not the person who signs as the authorized representative. Categories of debt include delinquent audit allowances, loans and taxes.
7.	Enter the appropriate letter in the space provided.	18.	To be signed by the authorized representative of the applicant. A copy of the governing body's authorization for you to sign this application as official representative must be on file in the applicant's office. (Certain Federal agencies may require that this authorization be submitted as part of the application.)
8.	Check the appropriate box and enter appropriate letter(s) in the space(s) provided.		
9.	Name of Federal agency from which assistance is being requested with this application.		
10.	Use the Catalog of Federal Domestic Assistance number and title of the program under which assistance is required.		
11.	Enter a brief descriptive title of the project. If more than one program is involved, you should append an explanation on a separate sheet. If appropriate (e.g. construction or real property projects), attach a map showing project location. For pre-applications, use a separate sheet to provide a summary description of this project.		

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# ATTACHMENT 6

## STANDARD FORM 424A - BUDGET SUMMARY

} BUDGET INFORMATION - Non-Construction Programs		OMB Approval No. 0348-0044				
SECTION A - BUDGET SUMMARY						
Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1. ANA SEDS	93-612	\$	\$	\$ 0.00	\$ 0.00	\$ 0.00
2.						0.00
3.						0.00
4.						0.00
5. TOTALS		\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
SECTION B - BUDGET CATEGORIES						
6. OBJECT CLASS CATEGORIES		GRANT PROGRAM, FUNCTION OR ACTIVITY				Total (5)
		(1) ANA SEDS	(2)	(3)	(4)	
a. Personnel		\$ 0	\$	\$	\$	\$ 0
b. Fringe Benefits		0				0
c. Travel		0				0
d. Equipment		0				0
e. Supplies		0				0
f. Contractual		0				0
g. Construction		0				0
h. Other		0				0
i. Total Direct Charges (sum of 6a - 6h)		0	0.00	0.00	0.00	0
j. Indirect Charges		0				0
k. TOTALS (sum of 6i and 6j)		\$ 0	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0
7. Program Income		\$ 0.00	\$	\$	\$	\$ 0.00

} SECTION C - NON-FEDERAL RESOURCES					
(a) Grant Program		(b) Applicant	(c) State	(d) Other Sources	(e) TOTALS
8. ANA SEDS		\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
9.					0.00
10.					0.00
11.					0.00
12. TOTAL (sum of lines 8 and 11)		\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
SECTION D - FORECASTED CASH NEEDS					
13. Federal	(Total for 1st Year)	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
14. NonFederal	0.00	0.00	0.00	0.00	0.00
15. TOTAL (sum of lines 13 and 14)	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT					
(a) Grant Program		FUTURE FUNDING PERIODS (Years)			
		(b) First	(c) Second	(d) Third	(e) Fourth
16. ANA SEDS		\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
17.					
18.					
19.					
20. TOTALS (sum of lines 16 - 19)		\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
SECTION F - OTHER BUDGET INFORMATION					
(Attach additional sheets if Necessary)					
21. Direct Charges: \$ 0.00			22. Indirect Charges: \$ 0.00		
23. Remarks:					

**ASSURANCES – NON CONSTRUCTION PROGRAMS**

Public reporting burden for this collection of information is estimated average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0040), Washington, DC 20503.

**PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.**

**NOTE:** Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project costs) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States, and if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the intergovernmental Personnel Act of 1970 (42 U.S.C. 4278-4763) relating to prescribed standards for merit systems for programs funded under one of the nineteen statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 CFR 900, Subpart F).
6. Will comply with all Federal statutes relating to non-discrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the bases of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. 1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. 6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to non-discrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to non-discrimination on the bases of alcohol abuse or alcoholism; (g) 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290 dd-3 and 290 ee-3), as amended, relating to confidentiality of the alcohol and drug abuse patient records; (h) Title VII of the Civil Rights Act of 1968 (42 U.S.C. 3601 et seq.), as amended, relating to non-discrimination in the sale, rental or financing of housing; (i) any other non-discrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other non-discrimination statute(s) which may apply to the application.
7. Will comply, or has already complies, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or Federally assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply with the provisions of the Hatch Act (5 U.S.C. 1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. 276a to 276a-7), the Copeland Act (40 U.S.C. 276c and 18 U.S.C. 874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-333), regarding labor standards for Federally assisted construction subagreements.

10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. 1451 et seq.); (f) conformity of Federal actions to State (Clear Air) Implementation Plans under Section 176(c) of the Clear Air Act of 1955, as amended (42 U.S.C. 7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended, (P.L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended, (P.L. 93-205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. 1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. 469a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. 2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. 4801 et seq.) which prohibits the use of lead based paint in the construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the single Audit Act of 1984.
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations and policies governing this program.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL	TITLE	
APPLICANT ORGANIZATION		DATE SUBMITTED

Standard Form 424B (Rev. 7-97) Back

**EVALUATION FORM  
WIC SPECIAL PROJECT GRANTS**

Directions: Evaluate how well this proposal meets the evaluation criteria. Assign a score for each evaluation criterion using the rating standards described below and the indicated weighting factor. You must justify the score by describing in writing the strengths and weaknesses on each criterion. Refer to specific page numbers of the proposal when justifying the ratings. After you have assigned a rating and a score for each criterion, add the scores and derive a total score.

**WEIGHTS: Assign scores using the following scales:**

<b><u>5-Point Scale:</u></b>	<b>1</b> = Unsatisfactory; <b>4</b> = Good;	<b>2</b> = Fair; <b>5</b> = Excellent.	<b>3</b> = Satisfactory;
<b><u>10-Point Scale:</u></b>	<b>1-2</b> = Unsatisfactory; <b>7-8</b> = Good;	<b>3-4</b> = Fair; <b>9-10</b> = Excellent.	<b>5-6</b> = Satisfactory;
<b><u>15-Point Scale:</u></b>	<b>1-3</b> = Unsatisfactory; <b>10-12</b> = Good;	<b>4-6</b> = Fair; <b>13-15</b> = Excellent.	<b>7-9</b> = Satisfactory;

STATE AGENCY: \_\_\_\_\_

Reviewer's Name: \_\_\_\_\_

Reviewer's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

<b><u>TECHNICAL EVALUATION CRITERIA</u></b>	<b><u>MAX</u></b>	<b><u>SCORE</u></b>
<b>1. Project Design and Implementation</b>	<b>25 points</b>	_____
<b>2. Project Evaluation</b>	<b>20 points</b>	_____
<b>3. Sustainability and Transferability</b>	<b>20 points</b>	_____
<b>4. Key Personnel</b>	<b>20 points</b>	_____
<b>5. Management and Budget Plan</b>	<b>15 points</b>	_____
<b><u>TOTAL SCORE</u></b>	<b><u>100 Points</u></b>	_____

TECHNICAL EVALUATION CRITERIA	MAX	SCORE
-------------------------------	-----	-------

<b>1. Project Design and Implementation</b>	<b>25 points</b>	<b>_____</b>
a. The significance of the problem is demonstrated and specific gaps and weaknesses in regional or national services have been identified and will be addressed through the proposed project.	5 points	_____
b. Project implementation and design goals are appropriate.	5 points	_____
c. Objectives of the project are clearly specified, linked to the project goals, and measurable.	5 points	_____
d. Project design and implementation tasks follow directly from the goals and objectives of the project, and the necessity of the tasks is adequately explained.	5 points	_____
e. The environment in which the project will operate is appropriate for the project and compatible with the goals and objectives, and appropriate justifications for the choice of the environment are provided. If applicable, letters of support/ memoranda of understanding are included in the application.	5 points	_____

**Strengths**

**Weaknesses**

<b>TECHNICAL EVALUATION CRITERIA</b>		<b>MAX</b>	<b>SCORE</b>
<b>2. Project Evaluation</b>		<b>20 points</b>	_____
a. Extent to which the research/project design (including research questions, measures, sampling, data collection, and data analysis) is thorough, feasible and appropriate to the goals and objectives of the project.		15 points	_____
b. Potential problems with the research design are acknowledged and discussed.		5 points	_____

**Strengths**

**Weaknesses**



<b>TECHNICAL EVALUATION CRITERIA</b>	<b>MAX</b>	<b>SCORE</b>
<b>3. Sustainability and Transferability</b>	<b>20 points</b>	_____
a. Feasibility of incorporating project purposes, activities, or results into the ongoing program of the agency at the end of Federal funding.	5 points	_____
b. Transferability of the project and its results for adapting and implementation by other State WIC agencies.	10 points	_____
c. Development of resources that would facilitate the sustainability and transferability of the project (i.e., implementation manual, tool kit, training materials).	5 points	_____

**Strengths**

**Weaknesses**

TECHNICAL EVALUATION CRITERIA	MAX	SCORE
<b>4. Key Personnel</b>	<b>20 points</b>	_____
a. Key personnel have the necessary education, skills, and experience for their proposed roles on the project. Supporting documentation (i.e., resume/vita, position descriptions for vacant positions) is included for all key personnel.	10 points	_____
b. The time commitment, duties and staffing mix of key personnel are appropriate for the project. Supporting documentation (i.e., letters of commitment from supervisors) is included for all key personnel.	10 points	_____

**Strengths**

**Weaknesses**

**TECHNICAL EVALUATION CRITERIA****MAX****SCORE****5. Management and Budget Plan****15 points** \_\_\_\_\_

- a. The management plan provides oversight necessary to ensure high quality products, services, or outcomes, and keep the project on time and within budget, including a clearly defined chain of command, adequate contingency plans for key personnel, appropriate plans for managing outside personnel, and clearly specified timelines and milestones. 5 points \_\_\_\_\_
- b. The proposed budget request is adequate to support the project, and detailed calculations and budget descriptions for both Federal and non-Federal resources are provided. 5 points \_\_\_\_\_
- b. Appropriate budget justifications are provided, including descriptions of how categorical costs were derived, discussions of the necessity, reasonableness, and allocability of proposed costs, and links between expenditures and specific activities/tasks. If applicable, appropriate justifications for contract selection methods are provided. 5 points \_\_\_\_\_

**Strengths****Weaknesses**

## **COOPERATIVE AGREEMENT**

### **GENERAL TERMS AND CONDITIONS**

#### **U.S. DEPARTMENT OF AGRICULTURE FOOD AND NUTRITION SERVICE**

Public Law 105-394 authorizes the United States Department of Agriculture (USDA) to provide a grant to the \_\_\_\_\_ State WIC Program (Grantee) for the WIC Special Project Grant Revitalizing Quality Nutrition Services in WIC (RQNS) initiative in cooperation with Food and Nutrition Service (FNS).

The State WIC Program has been designated by FNS to manage this Cooperative Agreement, and it is considered to be the Grantee herein.

The agreement period shall begin on September 30, 2004 and extend to September 30, 2007.

The parties hereby mutually agree with each other as follows:

#### **A. THE GRANTEE AGREES:**

1. To conduct the grant project as described in the Request for Applications and the Grantee's approved proposal.
2. To submit a description of the work to FNS that provides objectives and major tasks to be undertaken by the State Agency with appropriate funds for each Fiscal Year. Completion of Standard Form 424 Section E – Project Budget is required for each Fiscal Year.
3. To advise FNS in writing of any budget revision which involves a shift of funds in excess of 10% of the total grant amount. Such revisions will require prior approval by the awarding agency. All requests for additional funding must also be made in writing and require prior approval by the awarding agency.
4. The state agency shall submit a Quarterly Financial Status Report, SF-269A, on the use of funds provided under this agreement. An original and two copies of this Report must be submitted to: Financial Management, Grants Management Division, Food and Nutrition Service, 3101 Park Center Drive, Room 738, Alexandria, Virginia 22302, 30 days after the close of each Federal fiscal year quarter in accordance with 7 CFR 3016.41(b), until the cooperative agreement is closed out. A final financial status report will be required upon expiration of the cooperative agreement and no later than 90 days after the expiration or termination of the cooperative agreement. Final project drawdowns from the Letter of Credit need to be completed on or before December 31, 2007.

5. The State Agency shall submit a quarterly progress report which describes in detail:

- A comparison of the actual accomplishments to the goals and objectives established for the period,
- Major problems for delays encountered and how they will be resolved,
- Additional detail on work planned for the upcoming quarter, and
- Any other pertinent information.

The first quarterly report shall include a planning schedule which describes the timeline of the project and what is projected to be accomplished during the existence of the project. Subsequent progress reports shall include a revised timeline for the project. States are responsible for obtaining necessary information from local WIC agencies, contractors, and sub-contractors, and including this information in their quarterly progress reports. Any problems, delays or adverse conditions that impair the ability to meet the objectives should be reported to FNS **immediately**. This notification should include information on any action taken or contemplated and any assistance required to resolve the situation.

The final project report shall contain a project summary including, but not limited to, lessons learned, future implications within the States, and information on how the Special Project will be sustained. The lead State shall compile the results from all the funded States into a single report and present it to FNS.

An original and two copies of the Quarterly Progress Reports shall be submitted to:

Lisa Johnson, Grants Officer  
Grants Management Branch  
Food and Nutrition Service, USDA  
3101 Park Center Drive, Room 738  
Alexandria, VA 22302

Due dates for Quarterly Progress Reports are as follows:

- |                                     |              |
|-------------------------------------|--------------|
| 1) First Quarterly Progress Report  | Feb. 1, 2005 |
| 2) Second Quarterly Progress Report | May 2, 2005  |
| 3) Third Quarterly Progress Report  | Aug. 1, 2005 |
| 4) Fourth Quarterly Progress Report | Nov. 1, 2005 |

- |     |                                    |               |
|-----|------------------------------------|---------------|
| 5)  | Fifth Quarterly Progress Report    | Feb. 1, 2006  |
| 6)  | Sixth Quarterly progress Report    | May 1, 2006   |
| 7)  | Seventh Quarterly Progress Report  | Aug. 1, 2006  |
| 8)  | Eighth Quarterly Progress Report   | Nov. 1, 2006  |
| 9)  | Ninth Quarterly Progress Report    | Feb. 1, 2007  |
| 10) | Tenth Quarterly Progress Report    | May 1, 2007   |
| 11) | Eleventh Quarterly Progress Report | Aug. 1, 2007  |
| 12) | Final Progress Report              | Dec. 31, 2007 |
- 
6. To make available to the program any other resources indicated in the Cooperative Agreement.
  
  7. Unless otherwise advised by FNS, the Grantee shall acknowledge the support of USDA/FNS whenever publicizing the work under this Cooperative Agreement. To this end, the Grantee shall include in any publication resulting from work performed under this Cooperative Agreement, an acknowledgement in the form set below:
 

"This project has been funded at least in part with Federal funds from the U.S. Department of Agriculture, Food and Nutrition Service, under Grant Number \_\_\_\_\_. The contents of this publication do not necessarily reflect the view of policies of the U.S. Department of Agriculture, nor does mention of trade names, commercial products, or organizations imply endorsement by the U. S. Government."
  
  8. To manage the program consistent with legislation, administrative rules, regulations, and procedures of the State, including coordination and approval of all accounting procedures and with applicable Federal administrative requirements contained in OMB Circulars A-21, A-87, and A-133 and the regulations implementing them. Also, adherence is required to the 7 C.F.R. Part 3015, 3016, 3017, 3018, and 3019 and 41 CFR 1-15.2 (FAR Part 31).
  
  9. That the Grantee is authorized to utilize subcontractors on this Cooperative Agreement. It is understood that the subcontractor(s) shall follow the same requirements and regulations as the Grantee. FNS may review any such cooperative agreement, sub-grants, sub-agreements, or subcontracts entered into with other entities.

10. The Grantee shall send two representatives to a meeting at FNS headquarters each year during the project. During the final year of the project, the Grantee shall send two representatives to two meetings at FNS headquarters. The second meeting in the final year will be for the purpose of making a presentation of the results from all State projects to FNS.
11. The Grantee will assume the cost for one conference call with FNS and the other grantees during the course of the project.

**B. THE DEPARTMENT OF AGRICULTURE, FNS AGREES:**

1. The Supplemental Food Program Division of FNS will coordinate the provision of Technical Assistance and the approval of the Cooperative Agreement. Duties of FNS staff include, but are not limited to:
  - Planning meetings and conference calls among project grantees,
  - Serving as host for all meetings among project grantees,
  - Participating in all meetings and conference calls with project grantees,
  - Providing technical assistance to the grantee

**C. THE GRANTEE AND FNS MUTUALLY AGREE:**

1. That the Grantee may seek and apply for funds from other sources, in support of the mission of the program, and shall ensure that externally funded projects reflect Federal regulations and policies.
2. That this Cooperative Agreement may be amended in writing at any time by mutual agreement between the parties. If the Grantee wishes to submit a revised budget and work description, a justification shall be included. This material must be submitted to FNS at a minimum of 90 days prior to the end of the Cooperative Agreement period.
3. That FNS may unilaterally terminate the Cooperative Agreement for reasons of non-performance upon written notice to the Grantee in conformance with the requirements of 7 C.F.R. 3016.
4. In addition to the remedies for noncompliance specified at 7 CFR Part 3016.43, FNS may recover, withhold or cancel payment up to 100 percent of the funds made available under this agreement if an approved State agency fails to abide by the terms of this agreement.

5. The period of the cooperative agreement shall be from September 30, 2004 to September 30, 2007. Funds not obligated within the cooperative agreement period must be returned to FNS by December 31, 2007.
6. The Grantee agrees not to seek any financial recourse from USDA as a result of any liabilities the Grantee and designated State Agency might incur for bodily injury or personal property damage resulting from negligent acts, errors, or omissions of the State Agency, their officers, agents or employees, or if applicable its sub-recipients or their officers, agents, or employees, in performing this agreement. Liabilities of the United States are governed by the Federal Tort Claims Act (FTCA), 28 U.S.C. 2671 et seq.
7. FNS reserves the royalty-free, nonexclusive, and irrevocable license to reproduce, publish or otherwise use, and to authorize others to use, for Federal Government purposes: (1) the copyright in any work developed under this grant, under any sub-grant or contract under this grant, or under any agreement under such sub-grant; and (2) any rights of copyright to which a grantee, sub-grantee or a contractor purchases ownership with grant funds.
8. That any activities under the auspices of the program will be consistent with the mission of the program and will be executed through the designated State Agency.